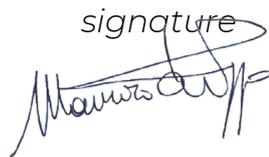


Supplier requirements, qualification and control

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REVISION HISTORY

Revision	Modifications Summary	Date	Editorial rev. approval
AA	First Issue	10/2021	NA
AB	Implementation of several changes following Internal Audit “Analysis of Corporate Policies and Procedures” of March 15th, 2022	04/2022	NA
AC	Procedure completely updated	12/2022	NA
AD	Implementations of the following topics: 4.1.1. clarification on the requirements in table 3 and on the delivery of the quality plan; 4.2. definition and difference of active, inactive, suspended and revocation qualifications; 4.4. clarification on access to the oasis portal. 4.5 supplier risk assessment through the relevant form; 4.8.2. supplier record retention; 4.8.5. implementation of personnel requirements. 4.8.6. FOD prevention; 4.8.7. HUMAN FACTOR; 4.8.8. SAFETY Policy; 4.9.1. clarification on the delivery of the CoC; 6. integration of some points in the responsibility matrix; APPENDICES (A,C,D,F,G,H,I) Implementation of some required requirements.	10/2023	NA
AE	Alignments to the latest organization update. 4.5. clarification of the requirements for supplier control	05/2024	NA
AF	4.1.2. Detailed clarification of methods and responsibilities for communicating requirements updates to suppliers	07/2024	NA

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1. PROCEDURE OBJECTIVES

The purpose of this procedure is to define responsibilities and activities for Suppliers evaluation, qualification and as well as, subsequent monitoring, in order to set up and maintain the Qualified Suppliers List (QSL) aiming to provide purchasing department with the suppliers which have been selected for acquiring all requested products/services in conformance with applicable requirements.

This procedure is applicable and covers products and services, provided by AJT suppliers within all Company's range of activities.

This document applies, also, when called for, directly in Contracts/Purchase Orders issued by the AJT Procurement Department for the supply of aeronautic products and services.

AJT ensures that products and services of external supply meet all the applicable regulatory, technical and quality requirements. To achieve this goal AJT uses only those suppliers qualified by AJT or that are holding an equivalent certificate by a recognized authority.

In this regard it must be pointed out that, in case of not certified suppliers (either as AMO or CAMO), the procedure described in AJT Quality Plan JQP-QA-01 and JQP-QA-02 apply.

Note - AJT accepts the requirements that LAD has defined for its suppliers, as established by LAD procedure DV-IAY-G-05 and is responsible for flow down of these requirements throughout JPR-LO-01 to its suppliers and keep it aligned with Leonardo's procedures.

Furthermore, to manage the transition of the supply chain inherited by LAD, AJT will use the LAD qualifications of the suppliers, for the same type of products/services provided to AJT as basis to start its own qualification process.

2. REFERENCES

Table 1 – Internal Reference

Document code/Number	Title
JPR-QA-01	Document Control
JPR-QA-10	Auditing
JPR-LO-04	Procurement Procedure

Table 2 – External Reference

Document code/Number	Title
AER(EP). P-145	Requirements for Maintenance Organizations
EN 9100	QMS Requirements for Aviation, Space and Defence Organizations
ISO 9001	Quality management systems - Requirements

Document code/Number	Title
ISO 9000	Quality management systems - Fundamentals and vocabulary
EN 9110	Aerospace series - Quality Management Systems - Requirements for Aviation Maintenance Organizations
EN 9120	QMS - Requirements for Aviation, Space and Defence Distributors
UNI CEI EN ISO/IEC 17011	Conformity assessment - General requirements for accreditation bodies accrediting conformity assessment bodies
ISO/IEC 17025	General requirements for the competence of testing and calibration laboratories
IAQG	Supply Chain Management Handbook
IEC EN 62402	Obsolescence Management - Application Guide
AS5553	Counterfeit Electrical, Electronic, and Electromechanical (EEE) Parts; Avoidance, Detection, Mitigation and Disposition
AS6174	Counterfeit materiel; assuring acquisition of authentic and conforming materiel

3. ACRONYMS AND DEFINITIONS

Refer to Acronyms and Definitions Guidelines A&D-DOC

4. OPERATIVE APPLICATION

It is not required any qualification activities by Quality OU for supplier whose supplies concern products/services neither intended to be part/installed of/on T-346 Aircrafts.

4.1. Qualified Supplier

Supplier included in AJT Qualified Supplier List (QSL) whose supplies concern products and services intended to be used in the course of the activities pertaining the Company scope of work.

The activation of a supplier in the Qualified Supplier List is the preliminary condition to issue purchase orders to that supplier.

A supplier can be qualified only through the pertinent authorization by the cognizant Unit of Quality upon the positive completion of the assessment and approval process described in this procedure.

The addition or removal of any supplier from the Qualified Supplier List is under the responsibility of the Quality OU.

AJT requires its suppliers to hold, in addition to the relevant mandatory Authority approval when applicable, a third party QMS Certification granted by Bodies accredited in accordance with the ISO 17011 standard, as applicable to the specific supplier's activities.

The suppliers holding third party certification for AS/EN 9100/9110/9120 standards are listed in the OASIS database that can be accessed through the following link (requiring registration):

<https://www.iaqg.org/oasis/>

In case the CPO also requires the assessment of potential Suppliers not holding the above-mentioned certifications, due to strategic and/or technological choices, in order to mitigate the risk associated to the purchase of product/services by external providers, the following elements could be taken in account:

- approvals granted by an Aviation Authority, Customers/Partners of AJT;
- QPL;
- objective evidences about the Supplier's experience/competence either in aviation programs or in the specific product supply typology;
- participation to international accreditation Programs, such as, in case of distributors, the ASA-100 Accreditation Program or the FAA Voluntary Industry Distributor Accreditation Program.

In any case the Supplier not holding a third-party certification shall provide the objective evidence, through a copy of the contract stipulated with the Certification Body, of the commitment to obtain the required Certification, unless otherwise stated. Specifically, suppliers are required to prove the certification audit has been scheduled within six months since the AJT approval is released.

4.1.1. Supplier Qualification Classes

Preferably, products, materials and services shall be purchased by already Qualified Suppliers, in this case, before the Purchase Order is issued, CPO must check out the Supplier *is included in QSL with status "Active" and the appropriate scope of approval* has been specified.

Any Qualified Supplier is assigned one or more "qualification classes" based on:

- typology of activities and tasks carried out by the supplier;
- type of goods/services provided;

- kind of approval, recognition or certification held.

Depending on the applicable qualification Class the relevant qualification process are divided into:

- Direct qualification (audit) or
- Indirect qualification (Desk evaluation).

The table below shows the applicable list of “Qualification Classes” or specifying for each of them the kind of approval, recognition or certification, as applicable, the Supplier QMS shall be complied with:

Class	Scope of work	Type of Qualification	Approval, Recognition, or Certification
A	Equipment and components manufacturer	Indirect (*)	EN/AS 9100 (**)
B	Production of raw material, standard parts and consumables	Indirect(*)	ISO 9001 (except for supplier included in QPL); EN/AS 9100
C	Subcontractors for maintenance tasks on aircraft and component including specialized services, repair parts manufacturing	Direct	Subcontractors will be working under AJT EMAR 145.A.75(b) privileges and managed in accordance with EMAR AMC 145.A.75(b); EN/AS 9100/9110 or AC 7004; NADCAP certification
D	Nonstandard tools, Jigs, AGE and GSE manufacturers	Indirect(*)	ISO 9001;
E	Stockist / Distributors of raw materials, standards, consumables (i.e. sealant, paints, lubricant, etc.), COTS and equipment.	Indirect (*)	EN/AS 9120 or EASO 2012 or 9100 with “distribution” in the scope of approval
F	MRO of aircraft, a/c parts, equipment and components	Indirect (*)	EASA Part 145/ EMAR 145 / AER (EP). P-145; EN/AS 9110 or EN/AS 9100 with “MRO” in the scope of approval AER(EP).P-2005 for military org.
G	Laboratories for measuring equipment test and/or calibration	Indirect(*)	UNI CEI EN ISO/IEC 17025 or NADCAP certification
H	Service Provider	Indirect(*)	Based on the type of supply: ISO 9001 or EN/AS 9100

Class	Scope of work	Type of Qualification	Approval, Recognition, or Certification
I	Simulators and related parts, equipment and components manufacturers and maintenance organization	Indirect(*)	ISO 9001

Table 3: Qualification Classes

(*) Depending on the criticality of the supply or by Quality OU decision (e.g., supplies with repetitive quality issue), this evaluation shall be supplemented by means of on-site audits on system, products and process performed.

(**) the supplier also shall be directly approved by Leonardo Aircraft Division.

In accordance with this procedure, CPO:

- a) identifies any potential suppliers according to business needs and received purchase requests;
- b) supplier selection shall be made taking into consideration suppliers which have been already qualified by Leonardo Aircraft Division. In case of complex or critical supply, the Company’s OU that issued the PR, and, when applicable, Quality OU shall be involved for carrying out such selection.;
- c) forwards to Quality OU the form "Request of Supplier Qualification" (see JFR-PLO-01-001), appropriately filled, containing detailed description of products/services for which supplier shall be qualified, including support documentation (e.g. list of P/Ns or services, suppliers’ certifications), if any, for the kind of suppliers as for Table 3.

4.1.2. AJT Responsibility

AJT flows down the quality requirements to Suppliers through the PO. In any case AJT remains fully accountable (aviation law) and responsible towards its final Customers for all products and or services supplied by qualified sources even if Suppliers have been recommended by Customers themselves.

It also remains the responsibility of AJT and, in particular the *Procurement & Supply Chain Officer*, to inform suppliers of the new applicable updates and therefore to send the new approved revision of this procedure to all qualified suppliers each time. The email containing the last revision of the procedure will be sent with the read receipt.

4.1.3. Qualification Flow

The whole process is started by the CPO with the issue of the “Request for supplier qualification” (see JFR-PLO-01-001) and the recording of the Supplier master data within the QSL.

Quality OU identify internally an auditor to manage the qualification process. He/she will contact the supplier point of contact “Request for supplier

qualification”(JFR-PLO-01-001) to define the qualification plan. This plan shall include at minimum: the list of evidence the supplier has to provide and the timing.

CPO will contact the supplier to inform of the ongoing qualification and sending them this procedure (JPR-LO-01) with the forms “Supplier data sheet” (JFR-PLO-01-004) and “Supplier quality plan” (JFR-PLO-01-005).

Quality OU auditor has to analyse the documentation related the qualification prepared by the supplier and to audit the supplier (if applicable). After positive evaluation of the documentation and the audit results / conclusions, Quality OU issues the “Qualification Dossier” (see JFR-PLO-02-002) and file the Supplier qualification data into the QSL signifying the Supplier is qualified.

The supplier will remain under the Quality OU monitoring and auditing activities as long as the supplier is in the QSL.

Depending on the specific/additional requirement of the Qualification Class, a Quality Plan could be required to be prepared from the supplier.

The content of the Quality Plan case by case should address the specific procedure and process of the Supplier QMS put in place to satisfy the AJT contractual requirement. In JFR-PLO-01-005 a suggested Quality Plan form the supplier could use is attached. In any case the supplier could decide to use any other form assuring that all the applicable topics of JFR-PLO-01-005 were included.

NOTE- When required the Quality Plan (JPR-PLO-01-005) and all the documentation cannot be delivered due to company policy, it will be necessary to schedule an audit in attendance and not just a documentary one.

4.2. Qualified Supplier List (QSL) Management

CPO is informed by Quality OU about the supplier qualification.

All the Suppliers for which qualification has been requested and released, shall be included in the QSL.

The qualification of supplier will be re-evaluated every 3 years, unless suspended or revoked earlier. Under some circumstances (e.g. impossibility to carry out the audit on site, where applicable) the qualification can be extended for additional six months, ensuring that there is no pending CAR against the supplier.

The confirmation of qualification will follow the process referred into para 4.7.

The QSL data base contains all the following supplier information:

- **Supplier Registry.**
 - Supplier Name;

- Supplier Code;
- Supplier Address;
- Contact (e.g. phone number);
- Supplier's e-mail;
- Supplier Contact Name;
- Supplier Facility Address (if different from the registered office);
- Attachments.
- **Supplier Qualification Section**
 - Qualification Class (Ref. to Table 3);
 - Qualification Dossier No.;
 - Type of product / Services supplied.
 - Additional details (if applicable);
 - Qualification date;
 - Required certifications;
 - Qualification renewal date.
 - Attachments (Form completed and signed).
- **Status: ACTIVE / NOT ACTIVE /IN PROGRESS/SUSPENDED /REVOCATION*.**

*** ACTIVE:** Qualification is in effect and supplier is currently qualified for Leonardo CAE Advanced Jet Training.

***IN PROGRESS:** in the event that a supplier has completed the documentary verification and you are waiting to carry out the on-site audits or in the event that the supplier is in derogation. Suppliers stuck in this status remain qualified taking into account the previously assigned waiver. ***NOT ACTIVE:** The qualification is not active in the event that a supplier who was part of the vendor list has not accepted the contractual parts or has not accepted to re-qualify in the absence of a contractual part.

***SUSPENDED:** The qualification is suspended for one of the following cases:

- the supplier has not yet closed a non-conformity within the foreseen times
- following the CPO request in the event that the supplier is no longer suitable;- Everything specified in point 4.3.1.

***REVOCATION:** Everything specified in point 4.3.2.

Note: The qualification package will be uploaded in QSL on AJT IT system SharePoint database and retained as official record.

Quality OU after approval, will add all the other information in the QSL and inform CPO about the status of the supplier's qualification. Quality OU maintain quality records as requested by **JPR-QA-07** "Record Management and Control", and makes available, on request of Authority and/or Customer, all the records relevant to supplier qualification process.

It is Quality OU responsibility maintain the traceability of QSL update for quality data.

Obsolete suppliers will be communicated by CPO to Quality OU that will update Supplier status in the QSL.

The QSL will be published in the AJT IT System (SharePoint) every month with the latest updates.

4.3. Suspension / revocation of suppliers qualification

In case of a lack of performance or quality, AJT CPO shall immediately contact the Supplier in order to take all measures to protect the program and help the Supplier to identify risk mitigations actions.

In case of severe, multiple or repetitive deficiencies, AJT shall officially inform the supplier by issuing a CAR asking for a formal failure analysis and appropriate corrective actions. Further, based on the impact associated with the raised issue, AJT can perform an extraordinary audit at the Supplier premises.

4.3.1. Qualification suspension

Quality OU shall suspend the Supplier in the case of:

- Minor Non-conformity relevant to system, products or services provided and affecting form, fit, function or safety;
- missing reply to minor non-conformity findings or implementation not in time and / or not according to the agreed criteria;
- supplier performance and / or quality under acceptable level, as required by the applicable procedures;
- discontinuity of supplied contracted product or service that last more than 24 months;
- lack of specific conditions on which qualification has been issued, such as:
 - a) significant reduction of supplier capability in respect to the contracted activity;
 - b) significant organization changes negatively affecting the Supplier QMS;
 - c) any suspension/revocation by an Authority, third-party, Customer certification and or recognition, as applicable to the supply in question.

4.3.2. Qualification revocation

Quality OU shall revoke the Supplier in the presence of at least one of the following cases:

- Major non-conformities emerged from audits carried out by ajt or by third party bodies not formally closed within 6 months;
- failure to resolve the causes of suspension beyond 12 months.

In case of revocation, the Supplier, only after having remedied the breaches that led to the revocation decision, will be able to resubmit his application for the reactivation of the qualification not before a period of not less than 2 years unless otherwise allowed by Quality Manager in exceptional cases properly justified.

4.3.3. Transition management following suspension/revocation

Following the suspension or revocation of the qualification, a series of actions must be initiated aimed to protect AJT and its customers.

In this regard AJT Quality OU shall communicate the Supplier, the CPO and the involved OUs about the occurred suspension/revocation and update the Supplier status in the QSL.

Further, in the event of suspension/revocation of third-party certifications (EN/AS9100 series) AJT Quality OU shall request the supplier :

- The evaluation of the impact on product / service conformity;
- A containment action plan aimed at ensuring product / service compliance;
- An action plan for re-obtaining compliance with the unfulfilled requirements;
- The availability for a possible audit by AJT at the supplier's premises, in order to conduct checks and / or collect any additional information.

In the event of serious non-conformities found during a third party or Customer audit:

- The relevant details of the non-conformities found during the audit are shared;
- The possible impact of non-conformity on AJT activities shall be determined.

In case of suspension, following the outcome of the evaluation with the Supplier, Quality OU decides about the corrective actions to be performed on supplied products / services and in case of a successful completion of required corrective actions, Quality OU removes qualification's suspension in the QSL and informs CPO and involved OUs about the new status of the Supplier.

It is Quality OU responsibility to track the Supplier quality and performance status.

4.4. Right of Access

The Supplier shall ensure the "right of access" at their premises and those of its possible suppliers when their use is allowed, to AJT personnel, its Customers and the civil/military Authorities in order to conduct any audits deemed necessary to ensure the supplier QMS and/or the supply be fully compliant with contractual requirements.

When required by AJT/Customer/Military Authorities, supplier shall provide the necessary assistance including the provision for personnel, offices, facilities, etc. during such assessment.

The supplier is also required to guarantee customer access to its portal on <https://www.iaqg.org/oasis/> by AJT in order to monitor the progress of audits.

4.5. Supplier Control

The CPO OU with the contribution of Quality Unit is in charge of the continuous supervision of the suppliers.

Supplier oversight is ensured by authority or customer feedback on the supplier's products or services, internal AJT observations and supplier performance reports, assessment of changes in supplier quality documentation, changes in (key) performance and regular audits. The performance and quality of suppliers are constantly monitored through TAT (Turn Around Time) assessment also, under the responsibility of CPO unit.

The supplier's oversight must also consider the risk value assigned as a result of the analysis carried out in accordance with JFR-ILO-01-(1)001 "spreadsheet risk assessment" and any proposed actions to mitigate or remove the risk itself.

AJT shall have a mitigation plan prepared in case of significant supplier performance loss, suspension or revocation of supplier approvals or certificates.

4.6. Surveillance audit planning and execution

Quality OU is responsible to prepare and issue the Yearly Supplier Audit Program. The following elements are taken into account:

- previous Supplier performance and criticality of goods;
Note: Specifically, in order to prepare the audit program, the criticality of the non-conformances found must be taken into account, as well as their percentage on the total amount of supply.
- degree of product, material, activity / task criticality/complexity;
- degree of risk related to a supply / requirements/ specific requests coming from Authority/Customers or AJT Quality OU;
- specific requirements due to Aviation Regulations or alerts issued either by Military or Civil Aviation Authorities;
- Surveillance Audits due to the results from the re-evaluation.

The Supplier Audit Program must include information about the reason why the audit has been scheduled.

To obtain the greatest integration of requirements and contributions by all organizational units, the Supplier Audit Program, being integral part of the Company Audit Program, is shared between:

- Quality Unit

- COO

Chief Procurement & Supply Chain Officer (CPO) The Quality Unit is responsible to guarantee audits at suppliers, conducted by qualified auditors.

The Supplier Audit Program can be revised during the year due to several, unpredictable factors, including (but not limited to):

- changes in Company/Customer strategies;
- postponement due to the supplier qualification plan;
- criticalities or improvement in the supplier performance;
- changes in contractual requirements.

Any possible changes and/or cancellations in planned audits must be anyway limited, justified and approved by the Head of Quality OU.

Audit Reports / Results are quality records, and therefore shall be stored and made available to the Quality OU.

Reporting about supplier audit status shall be part of the AJT audit reporting in accordance with the Procedure JPR-QA- 010.

4.7. Supplier Re-Evaluation

AJT Suppliers' approvals are subject to the supplier performance quality level and re-evaluated every 3 years. The Team Leader of the cognizant Quality Unit, in charge for managing a supplier re-evaluation, shall perform at least the following checks:

- Current Authority, Third-Party, Certification, Recognition held by the supplier as applicable to its scope of work approval;
- Evaluation of the quality documents applicable to the supplier approval (e.g.: Quality Plans);
- Performance Indicators trend, if applicable;
- Recommendations by Authority/Customer / End User.
- Verifications through the access to specialized database/web site (i.e. OASIS).

After the evaluation:

- if the result is positive, the approval will be revalidated
- if the result is not positive, a specific Surveillance Audit will be planned. Depending on the criticality of product/service provided, at least one audit shall be planned every 2 years. In case of suppliers working under the AJT AMO approval, this frequency can be reduced up to one year.

In case the re-evaluation determines a change in the Supplier Approval Scope, the QSL will be update consequently.

4.8. Requirements applicable for all classes

4.8.1. Notification of Changes

The supplier shall notify AJT of any change affecting its Organisation, in comparison to what initially communicated or is in the scope of approval, before implementing them.

Such notification shall include the commitment to accordingly revise the above mentioned QMS documentation.

In case the supplier plant is moved to another site, or the production / services shall be moved, if requested by the cognizant AJT Quality OU, the supplier shall prepare and make available a Transfer Plan containing at least the following data:

- a) Work Package involved by the transfer
- b) Schedule of transfer activities
- c) Schedule of Third-Party Certifications, if applicable to be updated;
- d) Special Processes involved, if any;
- e) Risk analysis.

Based on these data the Quality OU with the support of the relevant AJT operational unit will decide, whether the supplier approval remains its validity or shall be suspended or revoked. The Quality OU will inform CPO accordingly.

4.8.2. Control of Quality Records

The supplier must establish the keeping requirements and the retention period for all documented information relating to the activities provided.

During the retention period, records relevant to contracted activities shall be made available, upon request, to representatives of AJT, its Customers and Military Aviation Authorities.

4.8.3. Operational Risk Management

Upon request, the supplier shall make available to AJT the records relating to the risk management (e.g.: risk identification, risk analysis, risk control and mitigation) for the AJT Programs.

Risk Management documentation shall be made available upon request to AJT and its Customers.

The supplier could be involved in activities necessary as a result of a risk analysis by AJT.

4.8.4. Communication

The Supplier shall promptly notify AJT of any identified risk significantly impacting product quality and delivery schedules as contractually committed and shall timely plan and implement all necessary actions to remove the causes/mitigate the effects of adverse events as appropriate and/or directed by AJT when required.

The Supplier shall notify AJT of any organizational change that can impact product quality and QMS.

4.8.5. Personnel Requirements

The supplier, regardless of the qualification class to which it belongs, is required to use competent and trained personnel in the field of airworthiness.

It is important that every worker is aware of how much their behaviour impacts on the supply of a piece or a service.

In particular, it is required that in the training plan of each operator, whether he enters the base or works in his own organization, HUMAN FACTOR and FOD courses are provided.

4.8.6. FOD prevention

Supplier shall pay maximum attention to the risk conditions that may occur in migration of foreign objects (e.g. debris, contaminants, abandoned tools, small parts, waste) entrapped inside the aircraft or its components (e.g. inaccessible areas after closing doors, assemblies, equipment).

If required, supplier shall describe in its Quality Plan (where applicable) the procedures put in place to mitigate the FOD risk, including, but not limited to, housekeeping methods, anti-FOD barriers, "Clean as you go" practice, classification /designation of FOD risk areas, tool management, FOD inspections, etc. .

The supplier who will operate within the base on a permanent basis or who accesses the FOD area (flight line, hangar, hangarettas, sunshelters and warehouse) must have attended the FOD course with the following minimum topics:

- F.O.D.: definition
- F.O.D. and flight safety
- Prevention program
- Area designation and access to areas
- Training
- Clean as you go
- Housekeeping
- Check at the beginning/end of the shift
- Check at the beginning/end of the day
- Ordinary cleaning
- Dress code
- Method and conduct in case of lost objects
- Protection of parts and handling of materials
- Methods of prevention
- Checking the tools
- Control and accounting of consumables
- Control and accounting of the hardware
- Debris control
- Reporting

- Monitoring
- Communication and feedback
- Case studies

Personnel authorized to operate in the FOD area (corresponding to those who have attended the course) will be given an identification badge by AJT which must be shown whenever transiting the FOD area as per procedure JPR-MN-05.

4.8.7. HUMAN FACTOR

In addition, he must have attended the course for HUMAN FACTOR.

These courses, FOD and HUMAN FACTOR, must have been attended by all the personnel involved in the processes provided to AJT with the following minimum topics:

1. General/Introduction to human factors
 - 1.1 The need to take human factors into account;
 - 1.2 Statistics;
 - 1.3 Incidents attributable to human factors/human error;
 - 1.4 "Murphy's Law"
2. Safety Culture/Organisational factors
 - 2.1 "Culture" issues.
3. Human errors
 - 3.1 Error models and theories;
 - 3.2 Types of errors in maintenance tasks;
 - 3.3 Violations;
 - 3.4 Implications of errors (i.e. accidents);
 - 3.5 Avoiding and managing errors;
 - 3.6 Human reliability.
4. Human performance & limitations
 - 4.1 Vision;
 - 4.2 Hearing;
 - 4.3 Information and perception;
 - 4.4 Attention and perception;
 - 4.5 Situational awareness
 - 4.6 Memory
 - 4.7 Claustrophobia and physical access
 - 4.8 Motivation and de-motivation;
 - 4.9 Fitness/Health;
 - 4.10 Stress: domestic and work related;

- 4.11 Workload management (overload and underload);
- 4.12 Sleep and fatigue;
- 4.13 Alcohol, medication, drug abuse;
- 4.14 Physical work;
- 4.15 Repetitive tasks/complacency.

5. Environment

- 5.1 Peer pressure;
- 5.2 Stressors;
- 5.3 Time pressure and deadlines;
- 5.4 Workload;
- 5.5 Shift Work;
- 5.6 Noise and fumes;
- 5.7 Illumination;
- 5.8 Climate and temperature;
- 5.9 Motion and vibration;
- 5.10 Complex systems;
- 5.11 Hazards in the workplace, recognizing and avoiding hazards, dealing with emergencies;
- 5.12 Lack of manpower;
- 5.13 distractions and interruptions;
- 5.14 Military environment and other military factors/Operational pressures.

6. Procedures, information, tools and practices

- 6.1 Visual Inspection;
- 6.2 Work logging and recording;
- 6.3 Procedure- practice/mismatch/norms;
- 6.4 Technical documentation- access and quality.

7. Communication

- 7.1 Shift/Task handover;
- 7.2 Dissemination of information;
- 7.3 Cultural differences;
- 7.4 Within and between teams.

8. Teamwork

- 8.1 Responsibility : individual and group;
- 8.2 Management, supervision and leadership;

8.3 Decision making.

9. Professionalism and integrity

9.1 Keeping up to date; currency;

9.2 Error provoking behavior;

9.3 Assertiveness.

10. Maintenance organisation's HF program

10.1 Reporting errors;

10.2 Disciplinary policy;

10.3 Error investigation;

10.4 Action to address problems;

10.5 Feedback.

4.8.8. SAFETY Policy

As required by the JPR-SA-01 "Safety management system" procedure, there are requirements to be met for all suppliers that are part of the vendor list.

4.8.8.1. Requirements applicable for all classes

It is necessary that all suppliers, regardless of the service/good provided, regardless of whether they enter the base or not, comply with the following requirements:

- particular attention on the presence of FOD on the goods supplied;
- the packaging of the goods supplied must be assembled in order to avoid the formation of FOD;
- in the event that an accident, near miss or anomaly occurs due to one of the goods/services supplied, it will be essential to collaborate in the investigation of the causes;
- in case of suspected anomaly or suspected FOD on a good/service supplied, it will be the duty of the supplier to immediately notify it;
- when a KIT or a supply of several pieces/parts is included in the supply, it will be necessary to accompany the supply with a list of everything present.

4.8.8.2. Additional requirements for supplier entering base

Suppliers operating within the base, in addition to all the requirements listed above (4.8.6.1.) must have attended the SAFETY course with the following minimum topics:

- ANSV and ISV
- Evolution of the SV: the Just culture
- H.V. in the AM field
- H.V. within EASA
- Safety promotion
- Notes on Safety Management System (SMS)
- H.V. and maintenance: the carryover culture

- Notes on legislation
- Incident and accident report

The course must have been attended by all the operators who will operate within the base.

4.8.9. Identification and traceability

The supplier shall ensure all materials, equipment, components, parts and assemblies to be identified, in order to ensure traceability during all work phases and in accordance with applicable technical and quality requirements (drawings, technical specifications, program requirements, etc.).

Unless otherwise specified in the technical / quality requirements, the identifications shall comply with the applicable documentation.

In addition to the requirements in technical / Program Specifications, all parts or assemblies shall be identified with the following data:

- Company name of supplier that released the part;
- drawing number with revision level, if applicable;
- material and condition (for detail parts);
- work order and date;
- the release stamp;
- serial number (for serialized parts);
- aircraft tail number (if applicable);

If required by regulations the products shall be accompanied by an EMAR Form 1.

If any, number of the product NC document issued (e.g. MRR No., Concession No., etc.).

4.8.10. Information for external providers

Supplier shall formally flow down the AJT requirements to its own sub-tiers by adding specific clauses called out by the applicable contractual documents (e.g.: Purchase Order, Master Contract, etc.).

4.8.11. Preservation

Supplier may not deliver perishable materials whose accumulated life is exceeding 1/3 of their shelf life, as declared on the technical data sheet, starting from the production date punched on the packaging.

4.9. Certificate of Conformity

4.9.1. General

The Supplier shall certify, through a formal CoC or an Authorise Release Certificate (i.e.; EASA/EMAR Form 1) when applicable, the compliance of product / service to what required by the Contract/Purchase Order, including the applicable technical/quality requirements.

The CoC to the Purchase Order requirements is an assumption of liability by the supplier towards AJT.

The statement of conformity for a supply to the requirements of the Purchase Order/Contract is a supplier liability towards AJT.

Therefore, for Subcontractors, the personnel issuing such certificates shall be formally identified and declared by the supplier in the Quality Plan related to AJT supply.

The CoC or EASA/EMAR Form 1 shall be duly compiled in terms of correctness, completeness and clarity of the data reported therein.

A Certificate incorrectly filled in can cause the rejection of the related supply.

The supplier shall establish, kept updated and make available to AJT a log in which CoC/Form 1 and supply are clearly linked.

When required by the type of supply, it is required to provide also the CoC from the manufacturer/repairer.

The supplier can use its own CoC form, provided the following requirements are met.

4.9.2. Contents of Certificate of Conformity

The CoC shall contain the following data:

- Supplier logo;
- Name and address of recipient of the supply (clearly indicate the AJT Plant);
- Certificate Number;
- Number of Contract/Purchase Order issued by AJT;
- Number of Purchase Order amendment issued by AJT (if applicable);
- Line items of the supply, listing:
 - P/N and revision level;
 - Description;
 - Quantities deliberated;
 - Reference to the AJT technical/quality documents and their revision level (if applicable);
- Lot number and, where applicable, serial number and effectiveness;
- Number of the supplier delivery document;
- List of any Non-Conformities Reports (MRR, concessions/waivers) approved by AJT. Moreover, these documents shall be attached to the CoC;
- Date of CoC issuance;
- Signature of the person authorized by the supplier;
- Full name and role of the person authorized to sign the CoC;
- Declaration of conformity of the delivery supply to the AJT technical/quality documents at the latest applicable revision.

Note 1: For Repair/maintenance suppliers shall include in their Declaration of Conformity the following statements regarding counterfeit prevention:

- (1) it is hereby assured that no Counterfeit equipment is delivered to AJT;
- (2) Products to be delivered to AJT or to be incorporated as work into AJT equipment shall be purchased directly from the Original Component Manufacturer (OCM)/Original Equipment Manufacturer (OEM), or through authorized distributors. These products shall not be purchased from independent distributors or brokers unless prior written approval from AJT;
- (3) Supplier shall immediately notify AJT with pertinent facts if supplier becomes aware or suspects that it has furnished counterfeit work.

4.9.3. CoC / EASA / EMAR Form 1 issuance

CoC/Form 1 shall be issued in two copies plus the original as follows:

- a) The original enclosed to shipping document;
- b) A copy, when applicable, in the product packing;
- c) A copy filed at the Supplier.

5. CONTROL OF NON-CONFORMITY

5.1. Notification of suspected or detected NCs on products delivered to AJT - "Alert"

When a supplier either suspects or verified that a product, already delivered to AJT is affected by nonconformities, supplier shall promptly provide a communication to AJT according to the modalities described below.

The Supplier shall issue an internal procedure in order to define responsibilities and internal operative modalities.

5.2. First Notification of Defect

As soon as the supplier is aware or suspects that nonconforming products escapes, in order to meet the requirements from AJT, supplier shall send a preliminary report for information, within 12 hours from the discovering or the arising of a suspect. This in order to allow AJT to identify all the suspected parts and to start the proper actions.

This report shall be sent, signed by the Supplier Quality Manager and addressed to the following AJT Departments:

- a) Chief Procurement & Supply Chain Officer (CPO);

- b) COO;
- c) Quality Manager;

This preliminary informative report shall contain the following data:

- Identification Number of the report and date;
- P/N and Name;
- Quantity;
- S/N (if applicable);
- Batch number (if applicable);
- Program (if applicable);
- AJT purchase order;
- Delivery date to AJT;
- Number of transport document;
- Number of the CoC/Form 1 issued;
- Detailed description of the defect which could affect the supplied products (sketches and attachments are recommended);
- Quality Manager signature and date;
- Alert identification number.

The Supplier shall keep a logbook with all the "Alerts" issued.

After the first notification, the Supplier shall carry out the investigations deemed necessary on parts not yet shipped, shall segregate them and start all the actions to manage the nonconformities.

Once completed the investigation and the above actions on all defected parts at its site, the supplier shall provide immediately (depending on the criticality of the product), but not later than 3 working days, the information about the defects detected, signed by the Quality Manager.

The Supplier will provide the following data:

- Actions made on non-conforming parts;
- Non-conformities reports issued;
- Description of the non-conformity root cause;
- Description of the corrective actions implemented to correct the root cause of the NC;
- Possible instructions and/or recommendations;
- Effectiveness of the corrective actions (attach any implementation plan, including the effectiveness verification);
- Signature of the Quality Manager and date.

Anyway, the Supplier shall provide any information in order to detail the defect found, with relative documentation enclosed.

5.3. Non-Conformity and corrective action

After repetitive/significant non-conformances, or after an alert by AJT Customers or Incoming Non-Conformance Report relevant to products/services made by a supplier, AJT Quality OU issues / transmits a “Corrective Action Request” (ref. to CAR, see JFR-PLO-01-003).

Non-Conformances are “Repetitive /critical” if:

- The part is critical for Flight Safety.
- The defect on a part/material is found at least three times;
- The rework of the part is very expensive.

Furthermore, AJT Quality OU reserves the right to issue a CAR directly to the supplier depending on its documented performances.

The supplier shall fill in the CAR, (see JFR-PLO-01-003) by specifying:

- Containment (mitigation of the issue on the parts in progress or stored);
- Root Cause analysis of the issue;
- Root Cause Corrective action;

The response to the CAR shall be provided to AJT Quality OU within 10 working days from its issuance and the required actions shall be implemented within 3 months.

6. RESPONSIBILITIES MATRIX	Chief Procurement & Supply Chain Officer	Quality OU
Activities		
Request for Supplier Qualification (JFR-PLO-01-001)	R	C
Contact supplier for qualification	R	C
Risk level assessment on all suppliers (JFR-ILO-01(01)-001)	R	C
Qualified Supplier List Management	C	R
Supplier evaluation / qualification / re-evaluation of supplier status	C	R
Supplier audit planning	C	R
Supplier non-conformity management (JFR-PLO-01-003)	C	R
Supplier re-evaluation	C	R
Removing supplier qualification status (suspension/revocation)	C	R

R: Responsible

C: Contributes

APPENDICES

The following Appendices describe, in detail, the qualification process applicable to AJT suppliers:

Appendix A – Original Equipment Manufacturers

Appendix B – Manufacturers of raw materials and standard

Appendix C – Subcontractors

Appendix D – Design and manufacture of tools / assembly jigs and AGE

Appendix E – Vendors

Appendix F – Repair / Maintenance Activities

Appendix G – Testing and or Calibration laboratory

Appendix H – Service Provider

Appendix I – Simulator manufacturer and maintainer

Appendix A – Original Equipment Manufacturers

A-1 General

This qualification class includes suppliers qualified for manufacturing and sale of aircraft equipment and components up to an entire engine.

A-2 Evaluation and qualification of the Supplier

The “Original Equipment Manufacturers” require an initial evaluation by the Quality OU made in accordance with provision of para 4.5 and 4.6, to demonstrate only that the selected supplier is the Original Equipment Manufacturer of the item that CPO is going to buy. As part of this evaluation the proper approval and or certification, in accordance with the Table 3 shall be obtained and kept on file by the Quality OU.

The following conditions are mandatory for the supplier qualification:

- 1) valid EN/AS 9100 certificate;
- 2) Approval of the Quality Plan (JPR-PLO-01-005) that shall reflect the current supply and business with AJT

Quality Unit performs the documentary check using the information indicated in the form filled in by the supplier and with reference to the supplier's documentation (e.g.: homologation, certificates, capacity lists, quality manuals, procedures, etc.) attached to the form and the required certifications. When deemed necessary, face-to-face audits may be carried out.

A-3 Supplier's Re-Evaluation

The elements to re-evaluate a Supplier are as follows:

Verification the supplier keeps holding the applicable Certification and or Approvals, as listed into table N. 3; Closure of any Corrective Actions arisen during evaluation or audit (when applicable).

Appendix B – Manufacturers of raw materials and standard

B-1 General

This qualification class includes suppliers qualified for manufacturing and sale of:

- a) raw materials, semi-finished products, chemical products
- b) Standard Parts
- c) non-standard parts, not covered by a Standard Specification but related to the types listed below:
 - Fasteners (bolts, screws, nuts, special parts, nut-plates, barrel nuts, washers, rivets, etc.);
 - Bearings, joints, bushings;
 - Parts for hydraulic systems (pipes, terminals, flanges, gaskets, etc.);
 - Parts for electrical system (cables, wires, connectors, adapters, switches, relays, etc.);
 - Parts for other systems;
 - Cables and wires.

B-2 Evaluation and qualification of the Supplier

Except for suppliers included in a QPL, AJT Manufactures of raw materials Suppliers shall hold a current ISO 9001 and EN/AS 9100 Certificate issued by an accredited Certification Body.

Depending on the criticality of the item, it may be conducted a qualification audit at the supplier plant. In this case, the supplier will be notified in advance.

The following conditions are mandatory for the supplier qualification:

1. valid ISO 9001 Certificate;
2. valid EN/AS 9100 certificate;
3. Closure of Corrective Actions arisen during audit (when applicable).

B-3 Supplier's Re-Evaluation

The elements to re-evaluate a Supplier are as follows:

- Verification the supplier keeps holding the ISO 9001 and EN/AS 9100 Certification, released by an accredited Certification Authority;
- When applicable, verification the supplier keeps being listed in QPL (Qualified Product List) for the product/technical Specification related to the supply;

Should the verifications outline significant deviations from the AJT requirements, AJT can decide to conduct a quality audit at the supplier premises, as an additional evaluation element.

Appendix C – Subcontractors

C-1 General

Subcontractors include the suppliers qualified for manufacturing of parts and assemblies and those MRO uncertified suppliers working under the LAD AER(EP).P-145 privileges until AJT obtains its certification. For these latter strictly refer to Table N. 3, qualification class F.

AJT may subcontract to those AER(EP).P-145 not approved suppliers only portions of activities currently listed in its AMO approval capability list and for which it owns the relevant know how and expertise. (ref. AMC 145.A.75(b)).

C-2 Evaluation and qualification of the Supplier

AJT must ensure that activities carried out on its behalf, meets all applicable EMAR requirements. Therefore, a control and oversight mechanism over the supplier has to be implemented and executed for the duration of the contract.

It means that for the duration of such contract AJT has to extend its certified management system, over those supplier's areas involved with those continuing airworthiness and/or maintenance tasks.

Continuing airworthiness and/or maintenance tasks may be subcontracted to not certified organisations providing that:

- a) the supplier is qualified thru direct method by the means of performing as applicable, system, process, product audit to establish, before starting activity, whether, its part of facilities, equipment, tools, technical documentation, material, personnel and procedures, involved with such activity, meet the intent of relevant EMAR;
- b) the subcontractor shall accomplish the assigned continuing airworthiness or maintenance tasks, in accordance with directions and instructions provided by AJT. Any possible deviation from those directions/instructions shall require AJT approval in advance;
- c) technical documentation, material and parts used by subcontractor, unless otherwise agreed, shall be provided by AJT. When the subcontractor is authorized by AJT to use its own resource, evidence that such resource meets AJT applicable requirements, shall be documented;
- d) special processes, if any, are accomplished in accordance with the applicable process standard (i.e. SRM, MM, etc.);
- e) when calibration service is supplied, the subcontractor shall have on the site, a calibration system that assures compliance with the Specification ISO-10012-1;
- f) the training of supplier's personnel, intended to be used to carry out any contracted tasks (airworthiness review staff, supervisors, qualified mechanics, inspectors) is accomplished in compliance with standard, programs, qualification process and final competence achievement established by AJT;

- g) An audit plan addressing periodical system, process, product inspections and personnel qualification shall be implemented and executed;
- h) Once the subcontractor has started, it shall be notified that its quality system may be submitted to an evaluation by the Authority (i.e. DAAA), in order to ascertain that adequate control over its activity is ensured by AJT.

Once the evaluation is positively completed, and all above step have been satisfactory completed Quality OU informs CPO and add all the relative information in the QSL.

In addition to the above evidences, the Class suppliers:

- Shall prepare a Quality Plan (JPR-LO-01-005) for the work package assigned in accordance with quality requirements. The supplier is required to implement any comments coming from the AJT evaluation, before the approval of the document;

Note: The Quality Plan shall indicate the composition of its Supply Chain (sub-tiers and scope of work).

- Are assessed through an audit in order to verify compliance to the AJT requirements (System, Program and, if applicable, of Process requirements).

The following conditions are mandatory for the supplier qualification:

1. valid EN/AS 9100/9110 Certificate or AC 7004;
2. where applicable, NADCAP certification for the commodity to be qualified;
3. Approval of the Quality Plan (JPR-PLO-01-005);
4. where applicable, Special Processes in Customer QSL;
5. Closure of Corrective Actions arisen during audit.

C-3 Supplier's Re-Evaluation

The elements to re-evaluate a Supplier are as follows:

- verification the supplier keeps holding the AS/EN9100/9110 Certification, released by an accredited Certification Body;
- update of Quality Plan, that shall reflect the current supply and business with AJT
- Performance Indicators trend;
- verification the Supplier keeps holding the approval for Customers specification.

Should the verifications outline significant deviations from the AJT requirements, AJT can decide to conduct a quality audit at the supplier premises, as an additional evaluation element.

C-4 Additional Requirements for Subcontractors

The Supplier shall prepare a dedicated Quality Plan related to the Contract / PO to be submitted for approval to AJT.

The purpose of the Quality Plan is to define the procedures implemented by the supplier to comply with the requirements of this document , as applicable to the qualification type of supply.

The Quality Plan shall list all personnel that is authorized to sign CoC ´s or EMAR Form 1.

The Quality Plan shall make reference to all the documentation applicable to the assigned work package.

The Quality Plan shall also contain a list of all the sub-tier suppliers used in activities related to the reference Program.

In addition, the following information have to be reported:

- Supplier Quality Manager name;
- Point of contact with AJT.

The Supplier shall manage the Quality Plan updates and submit them to AJT for approval.

NOTE – for the activities performed under the LAD AER(EP).P-145 certification, the Quality Plan shall incorporate the LAD Quality Plan for the relevant parts to the AJT services. Pending the AER(EP). P-145 AJT certification and under the same LAD certification, repairs made by non-certified suppliers can be performed following LAD qualification. Furthermore, in the purchase orders reference must be made to the LAD qualification requesting the delivery of the related PdQ.

C-4-1 Non-Conforming material management

Once a NC is detected, the supplier shall:

- Submit to AJT the Product Non-Conformance Management Report (Product NCR);
- Clearly identify the non-conforming material, with its defects put in evidence and, if possible, segregate it in order to avoid the accidental/unauthorized use;
- Write down the reference to the NCR in the Work Order relevant to the affected item.

The Product NCR form shall be asked to AJT Material, Procurement and Logistic Unit. The Product NCR shall be clearly illustrated by a detailed description of the defect, with indicative dimensional measurements and unambiguously understandable through sketches or drawing excerpts.

Dimensions on the Product NCR shall be expressed in the same measurement units as in the drawing.

A Product NCR shall report the P/N linked to the PO (e.g. assy) and, if data entry is possible, the P/N affected by the NC (e.g. detail), by specifying the relevant quantity of items having the same defect.

The univocal link between non-conforming part and a single PO shall be ensured.

Unless otherwise required by the program quality requirements, the supplier has no authority to define technical provisions to solve a non-conformance. Such provisions shall come from AJT technical department.

According to the applicable specifications, the supplier shall mark the parts by putting the Product NCR reference or, when applicable, the Concession reference number. Also, the above references shall be written down on the work cards and accompanying documents (e.g. CoC).

The Product NCR and the Concession shall be attached to the parts, as evidence of the non-conformance closure. Being a deviation from drawing requirements, the Product NCR shall be clearly quoted within the relevant CoC of parts.

The Supplier shall prepare a summary visibility matrix regarding the status of the product NCRs issued.

Once the treatment for non-conformance is put in place, the supplier shall archive and retain the product NCRs in accordance with the para 6.2 of this document (e.g. "Control of Quality Records").

The product NCR shall be sent out to AJT, cognizant department as required by the applicable Program quality rules.

C-4-2 Validation and Control of specialized services

Manufacturing and Inspection Special Processes are defined as processes where the resulting output cannot be verified by subsequent monitoring or measurement and, as a consequence, deficiencies become apparent only after the product is in use or has been delivered.

When the AJT Quality OU will take in charge supplier qualification, all list of Special Process will be communicated to Supplier.

With regards to a Special Process, it can be required supplier internal qualification of:

- equipment and personnel;
- equipment only.

The list of specialized services is defined in JPR-QA-09. When an NDT is subcontracted the flow down of technical requirements shall be reviewed and approved by a NDT Level II at least. It is acceptable that those requirements are flowed down as contractual attachment to the PO.

Appendix D – Design and manufacture of tools / assembly jigs and AGE

D-1 General

N/A

D-2 Evaluation and qualification of the Supplier

Suppliers shall hold a current ISO 9001 Certificate issued by an accredited Certification Body and Quality Plan (JPR-PLO-01-005) that shall reflect the current supply and business with AJT

.

Based on the complexity of tool/AGE, AJT Quality Dpt. Will evaluate the possibility to perform an audit at the supplier premises.

D-3 Supplier's Re-Evaluation

The elements to re-evaluate a supplier are as follows:

- verification the supplier keeps holding ISO 9001 Certification, released by an accredited Certification Body;
- Approval of the Quality Plan (JPR-PLO-01-005).

Anyway, regardless from the results of supplier's re-evaluation, AJT Quality OU reserves the right to conduct a surveillance quality audit.

D-4 Additional Requirements for Equipment/AGE

D-4-1 Equipment label and Log Card

When required by the Technical Specification / Program Requirements applicable to the supply of equipment / AGE, the supplier shall attach to them:

- Identification Label;
- Life Item Label, as applicable;
- Engineering Record Card / Log Card.

When required by the technical specification, called out by the Contract / PO, the Supplier shall provide also the following:

- Logbook;
- Log Card.

The relevant format and completion instructions are defined by the Technical Specification / requirements applicable to the Program.

D-4-2 Obsolescence Management

The hereafter described Obsolescence Management activities/services by suppliers apply to the following type of items:

- H/W / S/W;
- Systems / Equipment / Units / Modules / Boards / Components / Materials;
- AGE / Ground Based Training System.

The activity / service Levels that could be requested to Supplier depend on several factors, such as: type / complexity of the item to be procured, its economic value, the supply criticality, Program constraints and Supplier technical capabilities.

After evaluating the above factors, AJT defines the technical requirement applicable to supplier, for example in terms of service level, Monitoring & Reporting activities.

In case of end of production by OEM, due to exiting from business or abandoning a specific product of AJT interest, or even in case of production lines and tooling upgrade/removal or sale/disposal of residual stocks, supplier shall timely and formally inform AJT of the possibility to take over production and/or acquire residual parts.

In such cases, supplier can be asked to transfer to AJT the complete BOMs of the equipment / AGE, using commercial P/Ns and providing the relevant list of sub-Suppliers/OEM/OCM, as well as other design information and manufacturing details such as drawings, manufacturing workflows, specification, repair schemes, maintenance procedures etc.

D-4-3 Non-Conformance management of Equipment/AGE

In parallel with the process of "Incoming Inspections", in cases of defects found by AJT during receiving, assembly, testing, ground / flight test of equipment delivered by the supplier, AJT activates the process of "Defect and Investigation Reporting".

Upon receipt of Defect Report issued by AJT:

- a) The supplier shall provide an answer to each Defect Report issued by AJT. The supplier shall activate a FRACAS process to analyse the root causes;
- b) If required by AJT, the supplier shall conduct an investigation and notify their results to AJT through the forms required by program rules. Upon AJT request, the supplier shall call a Failure Review Board with AJT personnel or its Customers. The supplier shall prepare a minute meeting for this Board, to submit to AJT for approval;
- c) AJT or its Customers can request deeper investigations (including specific tests, etc.) coming from several DRs or similar documents issued by Customers.

Appendix E – Vendors

E-1 General

Suppliers qualified for the activities of purchasing, storage, sale of Raw Materials, Chemicals, Standards, Equipment.

E-2 Evaluation and qualification of the Supplier

Suppliers shall hold a current EN/AS9120 Certificate issued by an accredited Certification Authority.

Depending on the criticality of supply, it may be conducted a qualification audit at the supplier plant. In this case, the supplier will be notified in advance. Specifically, as applicable to the supply, during the audit the implementation of the following procedures will be assessed:

- Counterfeit parts prevention;
- Obsolescence Management.

The following conditions are mandatory for the supplier qualification:

- 1) valid EN/AS 9120 Certificate, or:
 - EASO 2012 / 9100 with “distribution” in the scope of approval ;
- 2) Closure of Corrective Actions arisen during audit.

E-3 Supplier’s Re-Evaluation

The elements to re-evaluate a supplier are as follows:

- verification the supplier keeps holding the EN/AS 9120 Certification, released by an accredited Certification Authority;
- Access to specialized databases/websites, such as:
 - www.faa.gov/aircraft/safety/programs/sups/upn
 - <http://www.aviationsuppliers.org/ASA-100-Companies>
 - www.gidep.org
 - www.era.com
 - www.thetruecosts.org/index.php/cacp
 - <https://www.epls.gov/epls>

Should the verifications outline significant deviations from the AJT requirements, AJT can decide to conduct a quality audit at the supplier premises, as an additional evaluation element.

E-4 Additional Requirements for Vendors/Distributors

The supplier shall have the following commitment regarding counterfeit parts prevention:

- 1) The supplier is committed not to deliver counterfeit parts to AJT;
- 2) Products to be delivered to AJT or to be embedded into equipment for AJT shall be purchased only from the Original Component Manufacturer (OCM)/Original Equipment Manufacturer (OEM), or through authorized distributors.
- 3) The supplier is committed to promptly notify AJT of any event, even suspected, of counterfeit products.

E-4-1 Declaration of Conformity

The Supplier shall ensure the traceability to the original producer certification documents.

Therefore, the Supplier shall:

- 1) issue its own Declaration of Conformity as required by AJT additional requirement applicable to all suppliers, if the product does not have an EMAR Form 1;
Note: Vendors of Equipment shall include in their Declaration of Conformity the following statements regarding counterfeit prevention:
 - a) it is hereby assured that no Counterfeited equipment is delivered to AJT;
 - b) Products to be delivered to AJT or to be incorporated as work into AJT equipment shall be purchased directly from the Original Component Manufacturer (OCM)/Original Equipment Manufacturer (OEM), or through authorized distributors. These products shall not be purchased from independent distributors or brokers unless prior written approval from AJT;
 - c) Supplier shall immediately notify AJT with pertinent facts if supplier becomes aware or suspects that it has furnished counterfeited work;
- 2) Attach the Certificate of Conformity issued by the Original Manufacturer and the documentation required by the technical specification of the material / product / equipment.

E-4-2 Qualification of "Vendors/Distributors"

AJT can utilize vendors already approved by the Original Aircraft and Components Manufacturers or scout other vendors which are capable to provide the requested products/services.

The desk evaluation (documental check) shall be performed using the information gathered by means of the Form "Supplier Data Sheet" (JFR-PLO-01-004) and related additional documentation requested to the supplier under evaluation, if

necessary (e.g.: Quality certificates, Quality Manual or procedures) and Quality OU will verify that the vendor is capable to ensure at least the following aspects:

- a) compliance with the certification requirements of the parts to supply as specified by the purchase order (ref. to the Table 3);
- b) traceability of the parts to supply, up to the original certified production or maintenance source;
- c) be recognised in accordance with requirements specified into Table 3.
- d) Compliance with unapproved and counterfeit parts prevention as applicable to the supply.

Once the evaluation is positively completed, Quality OU informs CPO and add all the relative information within the QSL.

E-4-3 Qualification of “Approved sources”

All vendors already approved by the Original Aircraft or Components Manufacturers, requires only an initial evaluation by Quality OU for the following aspects:

- a) check the evidence that the Supplier is approved by Original Aircraft or Components Manufacturers and has the access to the approved data;
- b) evaluate Supplier certifications (ref. to the Table 3) and limitations, including the scope of work approved by the competent Certification Body;
- c) check, if necessary, of additional supplier’s documentation related to purchased products or services.

Organisations holding a Manufacturer approval by a recognized Military Aviation Authority, need only an initial evaluation based on the following criteria:

- a) content and limitation of the approval certificate, including associated approval schedule and capability list, issued/approved by the competent Authority;
- b) further approvals held pertaining the continuing airworthiness or maintenance to be supplied.

Quality OU perform the documental check using the information indicated in the form filled in by supplier and in reference to the supplier documentation (e.g.: certificates, capability lists, Quality manuals, procedures, etc.) attached to the form.

Appendix F – Repair / Maintenance Activities

F-1 General

Qualified suppliers for:

- 1) Activities of repair/maintenance of component for which the supplier hold the Design Authority or under a license agreement with the Manufacturer or is properly certified in accordance with Part-145/EMAR 145/AER(EP).P-2005 (ref. Table N.3, qualification class B)
- 2) Maintenance of aircraft or its parts (e.g. machining operations on parts removed by the aircraft, manufacture of repair parts, maintenance/repair fuel tanks, cleaning tasks, Special Processes such as heat treatment, plating processes, NDI, welding, painting). Unless of aircraft entire line and/or base maintenance checks which require the supplier be properly certified in accordance with Part-145/EMAR 145, other minor maintenance task could be performed by uncertified supplier working under AJT privileges. (See Table N.3, qualification classes F38).

F-2 Evaluation and qualification of the supplier

F-2-1 Repair / Maintenance of a component performed by the OEM

The Supplier shall hold a current EN/AS 9100 Certificate and an EMAR-145 Approval issued by a Certification Body.

F-2-2 Component repair / maintenance performed by licensed supplier or Maintenance of A/C and / or its parts

The Supplier shall hold:

- a current EN/AS 9110 or EN/AS9100 Certificate released by an accredited Certification Body (not applicable for military repair organizations);

- the License Agreement released by the OEM / Design Organisation Holder (if applicable);
- Aviation Authority Certification (e.g. EMAR-145/AER(EP).P-2005,if applicable).
- Quality Plan (JPR-PLO-01-005) that shall reflect the current supply and business with AJT

Depending on the criticality of supply, it may be conducted a qualification audit at the supplier plant, notifying the supplier in advance. Specifically, as applicable to the supply, during the audit the implementation of the following procedures will be assessed:

- Counterfeit parts prevention;
- Obsolescence Management.

The following conditions are mandatory for the supplier qualification:

- 1) A valid EN/AS 9110 or EN/AS 9100 Certificate;
- 2) Certificate issued by the Aviation Authority (when applicable, see para 12.5.1, points 1 and 2;
- 3) Approval of the Quality Plan (JPR-PLO-01-005);
- 4) License agreement Issued by the equipment TCH (when applicable);
- 5) Existence of maintenance contract, compliance to EMAR M.A.708(c), AMC to EMAR M.A.708(c) and Appendix XI to AMC to EMAR M.A.708(c).
- 6) Closure of any Corrective Actions arisen during audit.

F-3 Supplier's Re-Evaluation

The elements to re-evaluate a supplier are as follows:

- verification the supplier keeps holding the AS/EN9100 or AS/EN9110 Certification and EMAR-145 Certificate, released by a Certification Authority;
- verification the supplier keeps holding the License Agreement released by the equipment Type Certificate Holder (applicable only to Organizations performing Repair/Maintenance on component under a License Agreement, para. 13.1.2);
- Reporting by Customers / End Users;
- Access to specialized databases/websites, such as:

- www.faa.gov/aircraft/safety/programs/sups/upn;
- <http://www.aviationsuppliers.org/ASA-100-Companies>;
- www.gidep.org;
- www.era.com;
- www.thetruecosts.org/index.php/cacp;
- <https://www.epls.gov/epls>.

Should the verifications outline significant deviations from the AJT requirements, AJT can decide to conduct a quality audit at the supplier premises, as an additional evaluation element.

Appendix G – Calibration laboratory

G-1 General

This Appendix applies to the suppliers performing testing and analysis on materials / products.

Activities can include:

- metallurgical/metallographic tests;
- mechanical tests;
- chemical tests;
- fatigue tests;
- static or dynamic tests on aeronautical structures;
- tests on aerostructures;
- tests on equipment;
- calibration of measuring equipment and instruments.

G-2 Evaluation and qualification of the Supplier

Prerequisite for the qualification of suppliers Class I is:

- Accreditation as “LAT” Centre or equivalent, in case of calibration laboratory or
- ISO/IEC 17025 Accreditation or NADCAP Accreditation, in case of testing laboratory.
- Approval of the Quality Plan (JPR-PLO-01-005) that shall reflect the current supply and business with AJT.

Depending on the criticality of supply, in addition to the above evidences, supplier is assessed through a qualification audit.

The following conditions are mandatory for the supplier qualification:

1. Current QMS certificate;
2. Closure of any corrective actions resulting from audit.
3. Approval of the Quality Plan (JPR-PLO-01-005).

G-3 Supplier's Re-Evaluation

The elements to re-evaluate a supplier are as follows:

- verification the supplier keeps holding the Accreditation as “LAT” Centre or equivalent, in case of calibration laboratory;
- verification the supplier keeps holding the ISO/IEC 17025 Accreditation or NADCAP certification, in case of testing laboratory;

Should the verifications outline significant deviations from the AJT requirements, AJT can decide to conduct a quality audit at the supplier premises, as an additional evaluation element.

Appendix H – Service Provider

H-1 General

These suppliers manage a whole activity (e.g. painting shop, logistic services), but they operate under the AJT QMS

Thus AJT is solely responsible for issuing and managing work orders and Process Instructions, training/qualification of personnel, etc.

H-2 Evaluation and Qualification of the Supplier

A prerequisite for qualification is possession of third-party certification under the ISO 9001.

The supplier will be required to prepare a Quality Plan related to the subject of the Contract / Purchase Order, to be submitted for approval to the Quality OU responsible for supplier qualification activities.

During the evaluation of the Quality Plan, the supplier may be required to make the necessary adjustments until the document is approved.

For the purposes of qualification, an audit will be required. In particular, as applicable to the subject of the supply, during the audit the procedures implemented by the supplier in order to:

- prevent the introduction of counterfeit parts in the production cycle;
- manage obsolescence.

The qualification of the supplier takes place on the basis of:

- Valid ISO 9001 Certificate ;
- Approval of the Quality Plan (JPR-PLO-01-005) that shall reflect the current supply and business with AJT ;
- Closure of any corrective actions deriving from audits;

H-3 Supplier's Re-Evaluation

The elements to be considered for the re-assessment of the supplier will be as follows:

- maintenance of the ISO 9001 Certification, issued by an Accredited Body;
- updating the Quality Plan, which must reflect the supply status and the relationship with AJT;
- Customer / End User Reports;

Where the previous checks show significant deviations from the requirements of AJT, an additional audit may be required to perform an audit at the Supplier.

In any case, regardless of the outcome of the assessment carried out in the context of the supplier re-valuation, the Quality OU competent for the supplier qualification activities reserves the possibility of carrying out a Surveillance audit.

H-4 Additional Requirements for Service Providers

Supplier shall, sufficiently in advance of the planned start date of the activities, submit to the relevant AJT Material Procurement & Logistic Unit and the requesting AJT Unit, the CVs of the personnel who will operate in AJT. These CVs shall contain at least the following information:

- a) the skill(s) of each operator, including activities related to Special Processes
- b) activities carried out and activity start and end dates
- c) training courses followed and qualifications obtained
- d) languages known.

If the requesting AJT Unit assesses that the applicable training requirements have not been met, the supplier shall not be allowed to perform any work at the AJT sites, unless delta training is established following the assessment of the CV submitted by the supplier.

Where it is necessary for the supplier's personnel to be authorized to perform Special Processes / Critical Activities, the supplier shall notify AJT with a notice period consistent with the timing required for the new authorization.

Where required by the applicable work package, supplier staff, certifying AJT working documentation, shall be subjected to the AJT qualification process, as required by the relevant syllabuses.

The name of the authorized member of staff will be included in the AJT list available on the AJT company web.

Suppliers with responsibility for the management of stamps for their own personnel shall:

1. provide the procedure for managing and assigning stamps at the same time as sending the Quality Plan for approval
2. clearly describe in the Quality Plan the methodology for assigning stamps based on the qualifications obtained by the staff.

With regard to the parts supplied, it is necessary to:

- accompany the parts with the supplier Coc and also that of the manufacturer;
- it is essential that each CoC is identification for only one batch.
- when requested, it will be necessary accompany manufacturer Coc with test reports according to applicable specification requirements.

Appendix I – Simulator manufacturer and maintainer

I-1 General

Suppliers providing simulators and related parts, equipment and components and/or maintenance activities.

I-2 Evaluation and Qualification of the Supplier

no additional requirement

I-3 Supplier's Re-Evaluation

The elements to re-evaluate a Supplier are as follows:

- Verification the supplier keeps holding the ISO 9001 Certification, released by an accredited Certification Body;
- Approval of the Quality Plan (JPR-PLO-01-005) that shall reflect the current supply and business with AJT.

Should the verifications outline significant deviations from the AJT requirements, AJT can decide to conduct a quality audit at the supplier premises, as an additional evaluation element.

List of Forms

No.	Title:
JFR-PLO-01-001	Request for Supplier Qualification
JFR-PLO-01-002	Qualification Dossier
JFR-PLO-01-003	Corrective Action Request (CAR)
JFR-PLO-01-004	Supplier Data Sheet
JFR-PLO-01-005	Quality Plan